

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM AT-RISK AFTER SCHOOL PROGRAMS POLICY & PROCEDURE MANUAL</p>	ISSUED 7/1/03; 8/06	REVISED 2/12	CHAPTER 6	SECTION 6.1
CHAPTER Chapter 6. Requirements of Management – Sponsoring Organizations	SUBJECT Sponsoring Organizations – Applications			

The sponsoring organization in this chapter is a contractor which is entirely responsible for the administration of the food program in two or more centers. Refer to the definition in Section 1.5 for addition information. The sponsoring organization (SO) shall inform the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (MDHSS-BCFNA) if any of the application information changes throughout the Program year. Failure to promptly notify MDHSS-BCFNA of changes could result in delayed or denied claim for reimbursement.

It is vital that the sponsoring organization keep MDHSS-BCFNA updated on any changes regarding the sponsoring organization or centers under the sponsoring organization's jurisdiction.

MDHSS-BCFNA shall be notified if any of the following changes occur:

- **Change in ownership** – The sponsor must inform MDHSS-BCFNA in writing of a change in ownership status of the institution. The contracted business which is sold would be considered terminated from CACFP on the date the license expired or the date the sale is finalized. In order to prevent an assessment of an over claim or denial of reimbursement, it is critical that MDHSS-BCFNA be advised **before** the transfer occurs. A new application is **required** when a change in ownership occurs.
- **Incorporation (LLC, Inc.)** – This is a name change of ownership. If none of the principals change, the owner is required to notify the CACFP in writing of the name change and submit a new Vendor Input/ACH-EFT Application form – SAM II, required to change direct deposits.
- **Center or business name change** – If none of the principals change, the owner must notify the CACFP in writing of the name change (i.e. Little Apples to Big Apples) and submit a new Vendor Input/ACH-EFT Application form – SAM II, required to change direct deposits.
- **Changes in meals claimed or meal service times*** – the sponsor must notify MDHSS-BCFNA of any changes in meals claimed or meal service times. If a sponsor decides to provide (and claim) another meal, a written request and two weeks of menus for that meal shall be submitted to MDHSS-BCFNA. Menus must be reviewed and approved by MDHSS-BCFNA before the additional meal may be claimed for reimbursement.

For all of the above situations, the contract is amended to the correct name. The SAM II payment system must match the contract in the CACFP with tax ID numbers and State business registration information on the Secretary of State website.

- **Tax-exempt status** – The sponsor must notify MDHSS-BCFNA immediately if tax-exempt status is revoked. A new application is required.

- **Change in capacity*** – The sponsor must notify MDHSS-BCFNA when the capacity of the center is increased or decreased during the program year.
- **Change in authorized representative or authorized “user”** – The sponsor must inform MDHSS-BCFNA in writing of any changes in authorized representative(s) or authorized “user” the person approved to submit claims and/or make updates on the Sponsor Info Sheet and Center Info Sheet(s). This will prevent delayed or denied claims and assist MDHSS-BCFNA to track and provide the required training for new staff.
- **Change in address*** – The sponsor must inform MDHSS-BCFNA of all changes in the address. The location of the center’s current place of business and hours of operation must be on file. An incorrect address in the file could result in a serious deficiency if found during a monitoring visit.
- **Institution closure** – The sponsor must notify MDHSS-BCFNA when a closure is planned. The date of the last operational day shall be submitted in advance, all claims processed, and a method established to make any over claim/debt repayment.

*Changes can be updated electronically on the CACFP website at:

<https://dhssweb04.dhss.mo.gov/cnp/Login.asp>